

Sleepy Eye EDA Annual Planning Meeting Minutes

January 28, 2020

Mission Statement: The mission of the Sleepy Eye Economic Development Authority is to maintain and improve the community through the retention and growth of business, industry and services.

Board Members Present: Gary Windschitl, Kathy Haala, Mike Carr, Dan Schmid, Mark Kober, Joann Schmidt, Casey Coulson

Advisory Board Members Present: Kurk Kramer, Christina Andres, Bob Elston, Wayne Pelzel

A. Call to Order: Meeting called to order by President Kathy Haala at 4:03pm on January 28, 2020.

B. Election of Officers

- 1. Present EDA Board Chairman – Kathy Haala**
 - 2020 EDA Board Chairman – **Kathy Haala**
 - 2. Present EDA Board Vice-Chair – Mike Carr**
 - 2020 EDA Board Vice-Chair – **Mike Carr**
 - 3. Present EDA Board Secretary – Gary Windschitl**
 - 2020 EDA Board Secretary – **Gary Windschitl**
- Motion to Re-elect Officers - M/S/C Mark, Dan**

C. Approval & Signing of December Minutes: M/S/C Joann, Mike

D. Financial Reports:

- 1. RLF Report:** As Written
- 2. DRIP Report:** As Written
- 3. Active EDA Resources Report:** As Written:
 - a.** Bob explained that the EDA has about \$120K for 2020, with an additional \$40K if needed, but will have more specific information next month. There was little to no carryover from 2019.
M/S/C Mike, Casey

E. Approval of Bills: None

F. EDA Coordinator's Report: As Written

Chamber Director Report: As Written

LSLC Update (also discussed in Planning Session): LSLC Consultant, Brad Devos, submitted a written report giving an overview, enrollment update, and funding summary for the month. He also submitted an overview of 2019 with some recommendations for future considerations.

G. 2020 Planning Session Discussion Topics

- 1. Overview of EDA Goal Setting/Decisions from 2010 to Present**
- 2. Review/Revise EDA Program Applications/Guidelines**
 - a.** Revisions to: Revolving Loan Fund, page 6 – **Targeted Area** – addition of wording **“Exceptions may be made upon full Board approval“** also #6, change wording to **“Business must be located within city limits**
 - b.** “Revisions to DRIP:
 - 1. Renamed, Sleepy Eye EDA Business Rehabilitation Program, “To assist business owners in the revitalization of their business building/property.”**
 - 2. Page 2, #2 added “unless approved by EDA“**

3. Page 3,
 - aa. Title, **“Sleepy Eye EDA Business Rehabilitation Program“ (Program will be based upon available calendar year funding.)**
 - bb. #6, revised from “Minnesota State“ to **“local“**
 - cc. Added a #8, **“Any required building permits must be for the same amount, or exceed, application amount.“** Following #8 preceding the bullet items added, **“The following improvements will be considered (this is not an all-inclusive list and each application request will be determined on its own merit by the EDA Finance Committee/Board“**, also added final bullet point: **“Other, as determined by EDA“**
 - dd. Pages 3+4, **Terms** was reworded and revised for clarity:
 - #1 - **“The Business Rehab Program can provide funds for improvements at a loan amount up to \$50,000.00, or Board approved amount, per business building, per applicant, per year, depending on availability of funding“**
 - #2 - **“The program will be a combination of two equal ten year loans at the prime rate, one active and one dormant, with the dormant loan becoming forgivable after 7 years.“**
 - #3 - **“After the 7th year, 25% of the dormant loan will be forgiven each year until the ten-year maturity date.**
 - #4 – Wording unchanged
 - #5 - **“If the active loan is paid in full prior to the ten years, the forgivable (dormant) portion of the loan is forgiven at that time as well.**
 - ee. Page 4, **Conditions:** Added the final sentence, **“The EDA Board reserves the right to examine the situation on the sale of the property and may consider exempting this requirement on the sale of the property upon consideration of the situation.“**
- c. There were no changes or revisions to the Sign & Awning Program Application
- d. Approval of changes to Revolving Loan Fund and Business Rehabilitation Program - **M/S/C Joann, Mike**

3. Little Sprouts Learning Center - The LSLC Board will be reaching out to Tri-Valley and inquiring about lowering rent and possibly utilizing more space. The EDA Board also agreed that this may have to become a City Council topic, similar to what other cities in MN are doing to work thought the child care deficit. Any final decision was tabled to the February EDA Board Meeting.
4. UMN Resilient Communities Project Information – Board agrees has ideas to consider – tabled
5. Downtown Revitalization
 - a. Continue cooperative efforts with Downtown Revitalization Committee
 1. Window Clings on two buildings
 - b. Consider proposals on specific properties and work on more details and plans
 - c. Continue cooperative efforts with Blight Committee
6. Continue/Finalize Mitchell, SD cemetery sale with assistance from city attorney and SD attorney
7. Del Monte situation – tabled
8. Orchid Inn Property – brief discussion, tabled currently, but will continue to work on asbestos abatement, possible demolition and/or sale of property, & DEED assistance with grants/loans
9. EDA Incubator Space/Building
 - a. Brief discussion on the possibility of a designated **“Professional Building“**
 - b. Tabled

10. Community Housing Considerations – tabled

11. Corner of 4 & 14 Property – Signage Discussion – tabled

12. 2020 Goals for EDA:

a) Goal #1 – *EDA Incubator Space/Professional Building*

b) Goal #2 – *Continued Downtown Revitalization*

c) Goal #3 – *Orchid Inn Project*

d) Goal #4 – *Community Early Childcare*

H. Adjourned: Kathy at 6:14pm

Next EDA Board Meeting meeting will be **Tuesday, February 25, 2020**

EDA President Kathy Haala

EDA Sec/Treas. Gary Windschitl

Sleepy Eye EDA Meeting Minutes

February 25, 2020

Mission Statement: The mission of the Sleepy Eye Economic Development Authority is to maintain and improve the community through the retention and growth of business, industry and services.

Board Members Present: Gary Windschitl, Kathy Haala, Mike Carr, Dan Schmid, Mark Kober, Joann Schmidt

Advisory Board Members Present: Kurk Kramer, Christina Andres, Bob Elston, Wayne Pelzel

Absent: Casey Coulson

- A. Call to Order:** The meeting was called to order by President Kathy Haala at 12:04PM on February 25, 2020.
- B. Approval of Agenda w/additions:** M/C/S Joann, Dan
- C. Approval & Signing of January Minutes:** M/S/C Joann, Mike
- D. Accept Financial Reports:** M/S/C Mark, Gary
- 1. RLF Report:** As Written
 - 2. Revolving Loan Fund Accounts Due:** \$148,863.57
 - 3. RLF Checking Account Balance:** \$19,360.49
 - 4. DRIP Fund Accounts Due:** \$171,642.53
 - 5. EDA Funding Structure:** Bob reported that presently the EDA has \$140K available for use with an additional \$500K from carryover of past allocations is available on paper in the budget. Mark gave a brief recap on how those monies exist.
- E. Approval of Bills:** None
- F. Reports**
- 1. EDA Coordinator's Report:** As Written
 - 2. Chamber Director Report:** As Written
 - 3. LSLC Update (Brad Devos submitted):** Little Sprouts Learning Center is requesting \$7K to cover salaries for March. This additional funding can be added to the current loan note without the need for creating a new note (per Alissa). Joann informed the EDA Board that looking ahead to the end of 2020, additional funding will be needed. Approve \$7K for LSLC salaries for March and then decide at next meeting about full funding request. M/S/C Mark, Joann
- G. Old Business**
- 1. Cemetary Update:** See attached map and email. Kurk informed the group that there was a plotting oversight by the County in SD; showing that the land we owned was not one parcel but two. The error was on them and we will not be taxed for it, this just means a correction in paperwork before the final transfer can occur.
 - 2. Orchid Inn/Discussion/Project Plan:** Kurk reiterated that we have to devise a plan for the space before we can apply for any DEED Redevelopment grants. He did toss out the idea of do we try to fashion a trades workshop out of the space, using some of the existing structure. He's looking for ideas and thoughts to be brought to next meeting.
 - 3. Shane's Tire Update:** Kurk recieved an email from New Ulm Attorney, Tom Borgan, stating that there was still a \$130K lean on the property from years ago. The EDA Board did not recall any records stating or supporting this statement. Kurk informed the Board that Shane did make a \$500.00 payment in the last month. Regarding this property, Christina said she spoke with Senator Bill Weber regarding the possible pilot program for cleaning up tax-forfeitted properties. She will keep the EDA updated.
 - 4. Hwy 4 & 14 Pocket Park:** Kurk reached out to Michael Sprenger about how soon they could get things moving this Spring. Michael said as soon as the ground is thawed and we can get to things, construction can begin. Kurk did bring the notion of the front signage feature. Based on the snow we recieved so far

this winter, the current height of our Sleepy Eye letters would get covered. So the Board will revisit the signage look for the corner property but it was agreed that a digital sign was not the preferred.

H. New Business

1. **DRIP Loan Application:** Recommendation from EDA Finance Committee to approve a \$50K DRIP loan application (application process began in December of 2019) from Ferdinand Properties LLC.
M/S/C Joann, Gary
2. **Downtown Discussion:**
 - a) **Submitted Proposal** – Kurk stated that he had conversations with Nick & Wayne Novotny about the possibility of doing some renovations on their building. They also talked about the vacant space next door (former Prairie Pizza/Schutz Cafe). Kurk also had discussions with Larry Krenz about his space and he too inquired about the possibilities of the vacant build next door. The Board talked about what the removal of some of the terribly deteriorated buildings would look like and could they justify the removals. The Board will continue discussion in upcoming Board meetings.
 - b) **Professional Building Possibilities:** tabled
 - c) **Berg Hotel:** Kurk had a conversation with Catherine Haala last week and she informed him that this summer (2020) work would begin on the Berg Hotel. She is very aware of the south wall issue and that will be one of the first things addressed. She stated to Kurk that she is looking to create workspace on the main levels and VRBO type living on the upper floors.
3. **Chamber of Commerce – State of the City Address:** Christina stated that the Chamber will hold at State of the City luncheon on March 25th at the Event Center. Speakers for the day: City Manager, PUC Director, EDA Coordinator, and Chief of Police.
4. **Eugene Sellner:** A request from Titan Machinery for “Release of Collateral” on a skid loader trade regarding Eugene Sellner. Per the current DRIP agreement the EDA is notified when a trade involves items that are part of the security agreement. The Board approved this release request.

Adjourned: Kathy at 1:17PM

Next EDA Board Meeting meeting will be Tuesday, March 24, 2020 @ The Railway

EDA President Kathy Haala

EDA Sec/Treas. Gary Windschitl

Sleepy Eye EDA ZOOM Meeting Minutes

April 28, 2020

Mission Statement: The mission of the Sleepy Eye Economic Development Authority is to maintain and improve the community through the retention and growth of business, industry and services.

Board Members Present: Casey Couslon, Gary Windschitl, Kathy Haala, Mike Carr, Dan Schmid, Mark Kober, Joann Schmidt

Advisory Board Members Present: Kurk Kramer, Christina Andres, Bob Elston

Absent: Wayne Pelzel

- A. **Call to Order:** The meeting was called to order by President Kathy Haala at 12:00pm on April 28, 2020.
- B. **Approval & Signing of February Minutes:** M/S/C Mike, Casey
- C. **Accept Financial Report M/S/C Mark, Mike**
 1. **RLF Report:** As Written
 2. **DRIP/Business Rehab Program Report:** As Written
 3. **EDA Active Resources Report:** As Written
 4. **EDA Funding Structure:** \$140,000.00 was budgeted in 2020 for the current EDA programs. The motion was made to distribute \$110,000.00 for Business Rehab Program, \$25,000.00 for the Revolving Loan Fund, and \$5000.00 for Sign & Awning Program for 2020. **M/S/C Mark, Gary**
- D. **Approval of Bills:** None
- E. **Reports**
 1. **EDA Coordinator's Report:** As Written
 2. **Chamber Director Report:** As Written
 3. **LSLC Update (Brad Devos submitted):** As Written
- F. **Old Business**
 1. **Cemetery Update:** The legal paperwork for the title of the property is still being worked on by the title company and the attorney in South Dakota and our city attorney.
 2. **Hwy 4 & 14 Pocket Park:** Kurk and Michael Sprenger are coordinating the progress with Matt Mages who owns the property on the east of the lot. Matt is working on getting the exterior of the east wall cleaned up so Michael can move forward with the planting and raised beds that reside along the eastside expanse. Otherwise the project is moving forward as planned.
- G. **New Business**
 1. **Recommendation from City Attorney regarding EDA Loan Application Fee:** Kurk informed the Board that because of increased processing fees, it is recommended to increase current fee from \$200 to \$300 to cover the application costs moving forward. **M/S/C Mark, Dan**
 2. **EDA Emergency Grant Applications** – Businesses affected by Gov. Walz Executive Order 20-04 and 20-08 are eligible to apply for a \$2500 grant between 4/2/2020-5/4/2020. **M/S/C Mark, Joann**
EDA Loan Suspension - Businesses affected by Gov. Walz Executive Order 20-04 and 20-08 and who have current loans with the Sleepy Eye EDA are allowed a loan suspension period ending two months after affected business re-opens. **M/S/C Joann, Mike (Abstained from vote: Dan and Casey)**
 3. **Joint EDA Early Childhood Training contribution** – The New Ulm EDA has proposed a joint effort to support our area childcare facilities by covering the cost each Provider/Instructor for a 1 Day Training session. Sleepy Eye EDA would cover those fees for up to \$80/ provider/instructor that are within the 56085 zip code. **M/S/C Mike, Casey**

Adjourned: Kathy at 1:03pm

Next EDA Board Annual Planning Meeting meeting will be **Tuesday, May 26, 2020** @ Noon – Location TBD

EDA President Kathy Haala

EDA Sec/Treas. Gary Windschitl

Sleepy Eye EDA Board Meeting Minutes

May 26, 2020

Mission Statement: The mission of the Sleepy Eye Economic Development Authority is to maintain and improve the community through the retention and growth of business, industry and services.

Board Members Present: Casey Couslon, Gary Windschitl, Mike Carr, Dan Schmid, Mark Kober, Joann Schmidt

Advisory Board Members Present: Kurk Kramer, Christina Andres, Bob Elston, Wayne Pelzel

Absent: Kathy Haala

- A. **Call to Order:** The meeting was called to order by Vice President Mike Carr at 12:05pm on May 26, 2020. Meeting was held at Event Center with physical distancing observed by the attendees, and total in attendance was 10 people.
- B. **Approval of April Minutes: M/S/C Mark, Casey**
- C. **Accept Financial Report M/S/C Joann, Mark**
 1. **RLF Report:** As Written
 2. **Business Rehab Program:** As Written
 3. **Restarting Loan Repayment:** Previously requested pausing of EDA loan repayment will resume 2 months after the June 1st restart date; August 1st. **M/S/C Joann, Gary**
 4. **All Active EDA Resources Report:** As Written
- D. **Approval of Bills:** None
- E. **Reports**
 1. **EDA Coordinator's Report:** As Written; It was also requested that County Commissioner Dean Simonsen be invited to our next EDA meeting to discuss county held properties inside Sleepy Eye city limits and the plans for them.
 2. **Chamber Director Report:** As Written
 3. **LSLC Update from SPBS:** As Written; Joann informed the Board that they will be reaching out to Tri-Valley to inquire about rent/lease costs. LSLC is also looking into the idea of school-aged care and what that would entail.
- F. **Old Business**
 1. **Hwy 4 & 14 Pocket Park:** Kurk informed that landscaping block is being installed. Matt Mages submitted suggestions for murals or signage for the exposed brick and facade. The Board agreed that the simple & clean look of the walls, like that of Veterans Park, was what they desired compared to murals.
 2. **Orchid Inn Asbestos & Property Inquiry:** Kurk was contacted by a few interested parties about the property. He shared the findings reports with the interested party and was open to discussion.
 3. **Railway & City Limits Updates:** No updates from City Limits and no new purchase information from The Railway.
 4. **Downtown Building Owners:** Kurk, Bob and the Mayor will be meeting again with a few of the owners of downtown properties to discuss ideas for the buildings.
- G. **New Business**
 1. **Discussion on 2020 Budget Numbers & New EDA Program Inquiries/Applications:** Kurk asked the Board their thoughts on additional loan requests for 2020, since most of that money has been accounted for already this year; on top of the unexpected COVID-19 loan assistance. Mark stated Kurk should look back into the records for Community Reinvestment Trust. It was a company the city had worked with regarding loans years ago. They may have some information that would be useful for funds.

2. **SE Brewing Coompany Sign/Awning Application request:** Kurk informed the Board that they had already apporved this request but that the figures were revamped because of faulty hardware which led to a falling signs.
3. **Quarterly Extended EDA Board Meetings:** The Board decided that based on the projected agenda, it will be determined if extended meetings need to happen and at whatever frequency is needed. June's meeting 6/23/2020 may have a guest, so it is scheduled as an extended meeting.
4. **Assisting with Outdoor Eating Options:** Kurk asked if there were things that we could do either as an EDA or the City to assist businesses with creating an outdoor option in regards to the Governors EO. Christina stated that she could reach out to the Stillwater Chamber to inquire as to what channels they went through to get MN Dot to approve bloacking off state roads for dining purposes. Bob and Wayne said that they would help in this as well, if calls to the governor and/or MN Dot were needed. Presently the only businesses that would have Main Street eating/drinking would be the SE Coffee & Brewing Companies; which would like to utilize bistro tables on the sidewalk of Main Street. The city would also look into options for those places off of Main Street as well and see what ideas came about.

Adjourned: Mike C. at 1:10pm

The next EDA Board Meeting meeting will be **Tuesday, June 23, 2020** @ Noon – Location TBD

EDA President Kathy Haala

EDA Sec/Treas. Gary Windschitl

Sleepy Eye EDA Meeting Minutes

June 23, 2020

Mission Statement: The mission of the Sleepy Eye Economic Development Authority is to maintain and improve the community through the retention and growth of business, industry, and services.

Board Members Present: Casey Coulson, Kathy Haala, Gary Windschitl, Mike Carr, Dan Schmid, Joann Schmidt

Advisory Board Members Present: Kurk Kramer, Christina Andres, Bob Elston, Wayne Pelzel

Absent: Mark Kober

Guest: Commissioner Dean Simonsen

- A. **Call to Order:** The meeting was called to order by President Kathy Haala at 12:04pm on June 23, 2020.

- B. **Discussion w/County Commissioner Dean Simonsen:** Comm. Simonsen had done some calling and with the information Kurk had provided him prior to our meeting, came back with the acknowledgment that the county should be able to clean up the Standard Station property but that it might take time as certain office staffs were swamped and that a Sheriff's sale might be the best route to go. Many of the EDA Board members informed Comm. Simonsen that this had been the same excuse given to these requests going back to 2014 (Kurk had the emails). Gary and Bob informed him of two other properties that also had had a lengthy wait time and were holding up property owners from better utilizing the sites. The Commissioner was not aware how lengthy of an issue this has been and then recommended writing a letter from the City to all the Commissioner's to request this and other properties within the city limits be expedited as well. He felt this would hold more weight than just him alone expressing this concern. Bob and Wayne agreed to compose a letter to send, and if need be, request to be added as an agenda item on a future County Commissioner's Meeting.

- C. **Approval of May Minutes: M/S/C Mike, Joann**

- D. **Accept Financial Report M/S/C Joann, Gary**
 1. **RLF Report:** As Written; Schweiss Meats paid off remainder of loan; Kurk sent a Thank You from EDA
 2. **Business Rehab Program:** As Written
 3. **All Active EDA Resources:** As Written

- E. **Approval of Bills:** None

- F. **Reports**
 1. **EDA Coordinator's Report:** As Written
 2. **Chamber Director Report:** As Written; Christina also gave an update on the plans for a non-traditional celebration of Buttered Corn Days weekend.
 3. **LSLC Update (Brad Devos submitted):** No report: Joann informed the Board that they had reached out to Tri-Valley regarding more space within the center for possible school age care. Tri-Valley is waiting to see how much space is actually utilized for them throughout these next few months before making suggestions.

- G. **Old Business**
 1. **Pocket Park update:** Kurk met with Matt Mages and Jeff Meyer to figure out the electrical hookup route from the back alley to the park. They have a way that it will work for around \$3K. Kurk will touch base with Randy Zinniel on when that install could take place. Michael Sprenger suggested leaving the curved half wall at it's current height (plus the cap) due to safety concerns on something higher. Kurk agreed and so that's where it will remain. Jon Hanson is waiting for the go ahead with the sprinkler system whenever they are ready for it. There is still discussion happening with Matt Mages on the west wall appearance. Nothing has been decided yet.

2. **Railway Update:** Kurk has met with Carrie Dockter in regards to loan options and SBDC to help her with any forward movement of purchasing the Railway. Kurk also recommended she talk to the banks in town to discuss funding. Nothing has been finalized, just all in progress.
3. **Discussion on New EDA Program Inquiries/Applications:** The question was raised what to do if we continue to have more businesses requesting funds for 2020. What else do we need as a resources? Bob felt that we could make it work within the city budget should we come to an issue where financial assistance for a business was needed.
4. **Community Reinvestment Fund:** Kurk presented the letter and loan purchased information from 2005 from the CRF. Kurk was hoping Mark could have answered some of the timeline questions since he was CM during this time. Mike and Kathy recalled some but not all the details surrounding the process. Kurk will reach out again to the company and to Mark to gather a little more detail before making any decisions.

H. New Business

1. **CJT Enterprises Request:** The EDA Board recommends to the Sleepy Eye City Council that in regards to the Small Cities Development Program (Commercial Rehabilitation Program) the current owner pay off the remaining loan and that the grant balance portion will be forgiven. **M/S/C Mike, Casey**
2. **Mages Building – Professional and/or Incubator Space Discussion:** Kurk walked through the west side of the MM building with Matt and observed the space for an incubator or start up business. Other than some basic aesthetics the space would be move-in ready. The Board asked for Matt to come up with a rental price for the space so the EDA could discuss options for supporting new business startups and the financial aspects. Kurk will talk to Matt.
3. **Snow Addition:** Bob informed the EDA Board that an offer had come in for the purchase of 82 acres of Snow Farm to the south. The Board discussed pros and cons but ultimately it was agreed that it would be in the city's best interest to maintain ownership, continuing to receive rent on the farmland and still having the options for sale should a future buyer want some but not all for commercial expansion.

Adjourned: Kathy Haala at 1:20pm

Next EDA Board Annual Planning Meeting meeting will be **Tuesday, July 28, 2020** @ Noon – Location TBD

EDA President Kathy Haala

EDA Sec/Treas. Gary Windschitl

Sleepy Eye EDA Board Meeting Minutes
July 28, 2020 @ Noon, Sleepy Eye Golf Course

Mission Statement: The mission of the Sleepy Eye Economic Development Authority is to maintain and improve the community through the retention and growth of business, industry, and services.

Board Members Present:

Casey Couslon, Kathy Haala, Mark Kober, Gary Windschitl, Mike Carr, Dan Schmid, Joann Schmidt

Advisory Board Members Present:

Kurk Kramer, Christina Andres, Bob Elston, Wayne Pelzel

- A. Call to Order:** The meeting was called to order by President Kathy Haala at 12:03pm on July 28, 2020.
- B. Approval of June Minutes: M/S/C Joann, Dan**
- C. Accept Financial Report M/S/C Mark, Casey**
 - 1. RLF Report:** As Written
 - 2. Business Rehab Program:** As Written
 - 3. All Active EDA Resources:** As Written
- D. Approval of Bills:** SBDC Annual Contribution of \$1000 – Kurk reminded the Board that we have had multiple Sleepy Eye business owners use the SBDC in the past couple of years. **M/S/C Joann, Dan**
- E. Reports**
 - 1. EDA Coordinator's Report:** As Written
 - 2. Chamber Director Report:** As Written
 - 3. LSLC Update (Brad Devos submitted):** As Written: Joann informed the Board that they were discussing pay raises and incentives to keep staff and attract future staffing needs. They were also working on a pay raise scale and already looking ahead to January Board member recommendations.
- F. Old Business**
 - 1. Pocket Park Update:** Dirt, retaining wall, and plants are in. Waiting on a some final touches and then Sleepy Eye Sprinkling can connect planters with water lines. Matt Mages hasn't yet decided what to do with outside of the West wall but Kurk expressed the Board's desire to keep the natural look, like that of Veteran's Park.
 - 2. Mages Building Incubator/Professional Space Update:** Kurk asked the Board if they wanted to discuss the possibility of getting involved with the space available on the main level from Matt M. Matt figured he would charge about \$600 a month for the rentable space. The space is not completely finished but should be by end of August. The Board agreed to investigate the possibilities once the space is closer to completion. They would also discuss what role the EDA could play in helping new businesses startup in the space but felt that it was definitely be a great asset to offer potential entrepreneurs. This option would also need to be considered when budgeting for next year.
 - 3. Letter to County Commissioners Update:** Bob informed the Board that he reached out to Sam Hanson with regards to the county owned properties in Sleepy Eye. Based on his conversation, the City can apply for Brownsfield monies without ownership and any cleanup not covered by the grant, the county would then be expected to pickup. Bob talked with Christina about this plan, in regards to the Standard Station and she was in agreement with whatever was going to keep the process moving forward. Bob will still submit a letter to the commissioners for formality sake and so everyone is updated and informed. Sam informed Bob that the other properties discussed would be coming up for auction in September.
 - 4. Cemetery Property:** see attached transcripts. Kurk informed the Board that Alissa has suggested the EDA look to a new attorney in SD to close this property, as the current attorney has been disappointing to deal with and has done little to move this situation forward.

G. New Business

1. **LSLC Request:** Little Sprouts Learning Center is requesting a deferment on the \$100K loan repayment until 1/1/2025. If LSLC is able to begin payments sooner they will. The EDA Board wishes to revisit the agreement in two years, instead of five. The EDA Board upon receipt of written request will defer \$100K loan repayment until 1/1/2023; at which time they will again review the financial situation of LSLC. **M/S/C Dan, Casey**
2. **ECC Providers Informational Letter:** Kurk provided a copy of the letter he sent out to all 56085 Child Care providers informing them of the EDA's financial contribution to their required training class. This will be a conference to be held on September 26, at the New Ulm Civic Arena for completing some of the required training of the providers. Additional items will be provided and lunch at no cost to the attendees.
3. **RCEF:** Kurk again met with Jim Jensen about the Regional Center for Entrepreneurial Facilitation. He is very eager to work with new and current business owners here in Sleepy Eye. He has an office in the New Ulm Chamber and his consulting services are free. (see written handout)

Adjourned: Kathy Haala at 12:52pm

The August EDA Board Meeting will be **Tuesday, August 25, 2020** @ Noon – SEGC

EDA President Kathy Haala

EDA Sec/Treas. Gary Windschitl

Sleepy Eye EDA Meeting Minutes
August 25, 2020 @ Noon, Sleepy Eye Golf Course

Mission Statement: The mission of the Sleepy Eye Economic Development Authority is to maintain and improve the community through the retention and growth of business, industry, and services.

Board Members Present: Kathy Haala, Mark Kober, Gary Windschitl, Mike Carr, Dan Schmid, Joann Schmidt

Advisory Board Members Present: Kurk Kramer, Christina Andres, Bob Elston, Wayne Pelzel

Absent Members: Casey Couslon

- A. **Call to Order:** The meeting was called to order by President Kathy Haala at 12:06pm on August 25, 2020.

- B. **Approval of July Minutes: M/S/C Gary, Mark**

- C. **Accept Financial Report M/S/C Mark, Joann**
 - 1. **RLF Report:** As Written
 - 2. **Business Rehab Program:** As Written
 - 3. **All Active EDA Resources:** As Written

- D. **Approval of Bills:** None

- E. **Reports**
 - 1. **EDA Coordinator's Report:** As Written
 - 2. **Chamber Director Report:** As Written
 - 3. **St. Peter Business Services** - As Written: Joann informed the Board that LSLC would begin getting their lunches from the SEPS Lunch program. Cost was comparable but proximity was more convenient.

- F. **Old Business**
 - 1. **Incubator Space Information Update & Discussion:** Kurk presented information on how other communities run their incubators and expressed that it can get pretty involved. He wasn't sure we would need to be that intense with it. The Board agreed that a small committee of EDA members would look into the specifics and decide criteria and direction for how an incubator space would work best for our available spaces.
 - 2. **Orchid Inn** – Doug Pelzel contacted Kurk regarding Steve Krebs interest in the Orchid Inn property, asking what the EDA had decided. Looking back through emails and correspondence, it was determined that the EDA was still waiting on a detailed plan from Steve with his intentions for the space. The Board agreed that in order to move anything forward a detailed plan needed to be submitted for any further movement on this property. This is a requirement of DEED in order to access any funding for redevelopment, demolition, and asbestos abatement grants or loans.
 - 3. **Railway Advertisement** - Joann inquired if it would be advantageous for the EDA to advertise the Railway property (and possibly the City Limits) in larger metropolitan regions and whether that be print advertisement or through social media. The Board agreed it might be worth the try. Joann was going to look at the best platform to do that through and exactly who should be the entity to do that.

- G. **New Business**
 - 1. **EDA/HRA Housing Discussion** – Kurk presented to the board the idea of our EDA getting involved in HRA. Both New Ulm and Springfield EDA have housing units that help bring in revenue for them and gives them some say as to what type of spaces go up. Kurk mentioned that the Orchid Inn location wouldn't be a terrible spot for something like that to occur, plus they could then use the DEED monies to fund at least 50% of the project both take down and put up. The Board was interested in this proposal. Kurk will also reach out to the property managers from Fergus Falls that had previous interest in Sleepy Eye pre-COVID, to see if this changes things for them as well.

2. **BJ Treehouse Application** – Kurk presented the completed application to the board and advised we move forward as usual. The finance committee will meet in the upcoming days to discuss the best way to handling funding, as the 2020 funding has all been distributed for this year.
3. **Business Proposal/Rob Brandl** – Rob Brandl approached Kurk with a proposal for a Bait Vending system for out at Sportsman’s Park. While the idea is solid, the problem comes with having a private business on public property. The Board thought it would be a good amenity for the park, but the logistics would need to be clarified. This will need to be addressed by the the Park Board as well as the City Council for approval.

Adjourned: Kathy Haala at 1:03pm

Next EDA Board Meeting will be **Tuesday, September 22, 2020** @ Noon – SEGC

EDA President Kathy Haala

EDA Sec/Treas. Gary Windschitl

Sleepy Eye EDA Board Special Meeting Minutes
September 11, 2020 @ Noon, Sleepy Eye Golf Course

Mission Statement: The mission of the Sleepy Eye Economic Development Authority is to maintain and improve the community through the retention and growth of business, industry, and services.

Board Members Present: Kathy Haala, Mark Kober, Gary Windschitl, Mike Carr, Dan Schmid, Joann Schmidt, Casey Coulson

Advisory Board Members Present: Kurk Kramer, Christina Andres, Bob Elston, Wayne Pelzel

A. Call to Order: The meeting was called to order by President Kathy Haala at 12:06pm on September 11, 2020.

- 1. COVID-19 Grant Money – CARES Act Funds:** Kurk presented a template form of what the grant application could look like for Sleepy Eye businesses. He highlighted certain selections for the unknowns and where the EDA Board would need to decide criteria. Various options, qualifications and formats were discussed and ultimately the Board was asked to come back at our next regular meeting with the desired criteria for applications when we will hopefully have a better idea of the allocated funding amount available.
- 2. Business Rehab Program Application:** Kurk presented the current application format offered by the EDA and highlighted a few areas for the Board to discuss adjusting given the current outlook on future usable funds. He also requested that for future applications the attached Financial Statement Template be used for applicants to display clearly their finances that most effect the loan process. The Board agreed it would be a good addition.
- 3. Discussion of Two Rehab Application & One Sign/Awning Application currently submitted:** Kurk explained that funding for 2020 has already been exhausted so he wanted the Board opinion and decision for the current applications asking for assistance yet this year. After a lengthy discussion about fiscal responsibility and progressive business support a motion was made: Decision about the funding for current applications in hand will be revisited at the September 22 Extended Meeting of the EDA Board. **M/S/C Mike, Mark**

Adjourned: Kathy Haala at 1:13pm

Next EDA Board EXTENDED Meeting meeting will be **Tuesday, September 22, 2020** @ 4pm Sleepy Eye Brewing Co.

EDA President Kathy Haala

EDA Sec/Treas. Gary Windschitl

Sleepy Eye EDA Quarterly Extended Meeting Minutes
September 22, 2020 @ 4pm at The Sleepy Eye Brewing Company

Mission Statement: The mission of the Sleepy Eye Economic Development Authority is to maintain and improve the community through the retention and growth of business, industry, and services.

Board Members Present: Mark Kober, Gary Windschitl, Mike Carr, Dan Schmid, Joann Schmidt, Casey Couslon

Advisory Board Members Present: Kurk Kramer, Christina Andres, Bob Elston, Wayne Pelzel

Absent Members: Kathy Haala

- A. Call to Order:** The meeting was called to order by Vice President Mike Carr at 4:04pm on September 22, 2020.
- B. Approval of August & September Special Mtg. Minutes:** **M/S/C Joann, Gary**
- C. Accept Financial Reports:** **M/S/C Joann, Casey**
1. **RLF Report:** As Written
 2. **Business Rehab Program:** As Written
 3. **All Active EDA Resources:** As Written
- D. Approval of Bills:** None
- E. Reports**
1. **EDA Coordinator's Report:** As Written
 2. **Chamber Director Report:** As Written
 3. **St. Peter Business Services -** As Written
- F. Old Business**
1. **Approve Business Rehabilitation Application Additions, Revisions & Requests** – The Board approved the revisions made to the current September Business Rehab App. **M/S/C Joann, Casey** The Board approves the funding for the three pending requests under the provision that all requesting applicants sign a written agreement understanding that: 1) Requested monies will not be distributed until 2021. 2) Should the City Council not approve the currently submitted budget as of September 2020 these requested funds may not be available for 2021. **M/S/C Mark, Casey**
 2. **Incubator Space Information Update & Discussion** – Kurk has reached out to Nicole from Starry Nights Design for some mock up ideas for the SE Community Center (which he, Joann, Mark, Bob, and Wayne walked through) and how it could work as an incubator space; seeing as at this point it seems to be the most realistic space for this project. Once designs are prepared and costs are estimated, the Board can decide how they want to move forward.
 3. **Finalization of CARES Act Grant Application** – The Board approves a finalized application to make \$80K in grant dollars available to Sleepy Eye businesses. Christina will assist in delivering it to Sleepy Eye Chamber businesses. **M/S/C Mark, Joann**
- G. New Business**
1. **EDA/HRA Housing Discussion** – Hold off on further discussion until our October meeting.
 2. **Orchid Inn/DEED Revelopment Grant Requirements** – Kurk inquired as to the Boards wishes for Steve Krebs past request on this property. The Board instructed Kurk to offer the DEED Rehab Application requirements to Mr. Krebs, as this is the program we will be utilizing for the cleanup of that space and then it is up to him if he chooses to proceed. If not, the EDA will look into options pertaining to Item #1 of New Business.

3. Signs on the corner of Hwy 4 & 14 It had been brought to Kurk's attention by several community members about the unsightly signage (Garage Sale) that was displayed in our new Pocket Park at Hwy 4 & 14. The next logical assessment is do we then allow ANY signage to be staked or placed on the new space. The Board offered some opinions but in the end: The EDA Board bans any signage from being placed inside the new pocket park at Hwy 4 & 14. **M/S/C Mark, Joann**

4. Blaalid Property/136 Main St W. – Kurk informed the Board that because the EDA holds the second mortgage on the Blaalid property he was contacted by a potential new buyers attorney asking us for a release of that mortgage to clear the title and sell the property. The EDA was concerned about the prospective future of what would go into the building and making sure it didn't hinder the goals and precedents we have set for our downtown. The EDA Board therefore requests to see a detailed business plan from the prospective buyers before a releasing of the building from the loan.

M/S/C Mike, Casey

Adjourned: Mike Carr @ 5:35pm

Next EDA Board Meeting meeting will be **Tuesday, October 27, 2020** @ Noon – SEGC

EDA President Kathy Haala

EDA Sec/Treas. Gary Windschitl

Sleepy Eye EDA Meeting Minutes

October 27, 2020 @ Noon at The Sleepy Eye Golf Course

Mission Statement: The mission of the Sleepy Eye Economic Development Authority is to maintain and improve the community through the retention and growth of business, industry, and services.

Board Members Present: Gary Windschitl, Mike Carr, Dan Schmid, Joann Schmidt, Casey Coulson, Kathy Haala

Advisory Board Members Present: Kurk Kramer, Christina Andres, Bob Elston, Wayne Pelzel

Absent Members: Mark Kober

- A. **Call to Order:** The meeting was called to order by President Kathy Haala at 12:02pm on October 27, 2020.
- B. **Approval of Agenda:** M/S/C Mike, Casey
- C. **Approval of September Minutes:** M/S/C Dan, Joann
- D. **Approval of Financial Reports:** M/S/C Joann, Mike
 1. **RLF Report:** As Written
 2. **Business Rehab Program:** As Written
 3. **All Active EDA Resources:** As Written
- E. **Approval of Bills:** None
- F. **Reports**
 1. **EDA Coordinator's Report:** As Written; Kurk informed the Board that things are still progressing with the Del Monte property but that the timeline has shifted from November to now more like Feb/Mar.
 2. **Chamber Director Report:** As Written
 3. **St. Peter Business Services -** As Written
- G. **Old Business**
 1. **Incubator Space Information Update & Discussion** – Kurk has not heard back from Nicole Fuchs yet, so he will reach out to others from Starry Night for some suggestions on who can assist in floor/buildings plans for the Community Center.
 2. **CARES Act Grant Applications** – The Board approved grant dollars payments for the Twenty-one Sleepy Eye businesses and organizations that applied. Each grant awarded will be in the amount of \$4000.00.
M/S/C Joann, Mike
 3. **Blaalid Property/136 Main St W.** – Kurk informed the Board that he is still receiving push back from the realtor for the space. Kurk has spoken with the individual and the attorneys explaining the reasoning for the EDA's business plan request. The EDA is concerned about the prospective future of what would go into the building and making sure it didn't hinder the goals and precedents that have been set for the downtown business district. The EDA Board therefore unanimously still requests to see a general business plan from the prospective buyers before a releasing of the building from the loan (Release of Mortgage). Kurk will send an email to all parties involved.
 4. **EDA/HRA Housing Discussion** – Hold off until January Planning Meeting. The Board has an interest in meeting with the HRA Board to bring discussion to the table between the two organizations as the need for Sleepy Eye housing is considered.
 5. **Orchid Inn/DEED Redevelopment Grant Requirements** - Hold off until January Planning Meeting. The board requested that there be a presentation either in person or via electronically from a DEED

representative that would be able to explain the process and assist with the grant and/or loan application process for demolition and redevelopment programs.

H. New Business

- 1. RLF & DRIP Fund Principal and Interest Breakdown (Spreadsheet)** – Kurk presented a breakdown of the Revolving Loan Fund and Downtown Rehabilitation Improvement Program beginning in 2015 (when DRIP was developed) to present of the EDA loan funds and interest which has incurred in both programs.
- 2. EDA Budget and 5 Year Capital Plan** – City Manager Bob Elston is requesting that all departments put together a budgeted 5 year plan that can be submitted to the City Council by May 2021. This will give the City a better outlook on the financial plans for each of the departments and in turn assist with the projections when setting long term planning with future budgeting numbers for the City. The EDA Board agreed to begin discussion of this in the upcoming monthly meetings with the possibility of including discussion in the January Planning Meeting. However, normally this meeting has a full agenda, so it will be discussed monthly until completion prior to May 2021.

Adjourned: Kathy Haala @ 1:05pm

Next EDA Board Meeting meeting will be **Tuesday, November 24, 2020** @ Noon – SEGC

Sleepy Eye EDA Board December Meeting Minutes
Tuesday, December 22, 2020 - Noon - Community Center

Mission Statement: *The mission of the Sleepy Eye Economic Development Authority is to maintain and improve the community through the retention and growth of business, industry, and services.*

Board Members Present: Mike Carr, Casey Coulson, Kathy Haala, Dan Schmid, Joann Schmidt, Gary Windschitl
Advisory Board Members Present: Bob Elston, Kurk Kramer, Wayne Pelzel
Absent: **Board Member,** Mark Kober **Advisory Board Member,** Christina Andres

A. Call to Order: The meeting called to order at 12:00PM by President, Kathy Haala

B. Approval of Agenda: M/S/A - Joann and Casey

C. Approval of October Meeting Minutes: M/S/A – Mike and Dan

D. Approval of Financial Reports:

- 1. Revolving Loan Fund:** As Written
 - aa. Good progress being made on repayment of past due loans
- 2. Business Rehab Program:** As Written
 - aa. All of these loans are up to date
- 3. All Active EDA Resources:** As Written

E. Approval of Bills: None

F. Reports:

- 1. EDA Coordinator Report:** As Written
- 2. Chamber Director Report:** As Written
- 3. St. Peter Business Services:** As Written
 - aa. Joann provided an additional update on staffing and also that LSLC was closed for the next two weeks due to COVID exposure.

G. Old Business:

- 1. Incubator Space Information Update:** The Board reviewed the submitted drawings from Town's Edge Lumber on the remodeling/updating scenario for the west and north sides of the Community Center for incubator spaces. The Board determined that they would set some guidelines and criteria for establishing the incubator spaces and usage at the January Planning Meeting. The discussion also was agreed by the Board that doing the physical work on the spaces could be done in phases, starting with establishing the existing office spaces available on the south side of the building and then remodel and expand as needed and as budget numbers warranted. It was also noted that considerations needed to include making sure that the community's seniors are considered and that their continued needs for the facility usage are met.

- 2. Former Orchid Inn Property & DEED Redevelopment Grant Window:** The DEED application window for this program round is open until February 1, 2021. Discussion by the Board determined that we have a number of other possible housing related projects that will hopefully be addressed in the near future with the upcoming meeting with Alliance Building Corp., the finalization of the sale of the former Del Monte facility with Chasing Our Tails, and the planned meeting with reps from the EDA Board and the HRA Board all addressing the housing needs in our community. The Board's decision was to see what materialized with Alliance Building and the meeting between the EDA and HRA Boards and then look at possible options to see if the Orchid Inn property would even be considered as a possible housing location, or if it needs to be labeled as a site for some other options.
- 3. EDA & HRA Boards Housing Discussion:** The EDA Board and the HRA Board will have reps get together and begin a discussion on addressing possible additional housing in the community. Some direction may come from what develops with the upcoming meeting with Alliance Building Corp. Kurk will be getting in contact with Bob Schmid to get a meeting set. This topic will be discussed in more detail at the January Planning Meeting.
- 4. January Planning Meeting & 5-Year Capital Plan:** Mention was made on topics of discussion to address at the Planning Meeting and also some of the details that will be covered when considering an EDA 5-Year Plan and related budget numbers.
- 5. Chasing Our Tails Update:** A copy of the submitted "press release" was included in the EDA Board Packet.
- 6. Del Monte Ponds Update:** Kurk shared an update with the Board regarding a few meetings that he has been a part of as a private party has shown some interest in the purchase of the ponds and are working through the process with many different state departments that need to be involved. More information may be forthcoming depending on the ongoing process.

H. New Business:

- 1. Alliance Building Corp Meeting:** Kurk has arranged a meeting on January 6, 2021, with Corey Gerads, President of Alliance Building Corp., to discuss a possible housing project in Sleepy Eye. Corey has already reviewed the results of the housing study that we did a few years ago.
- 2. OJT Program Update for 2021-2022 School Year:** After the first of the new year the OJT Committee is going to address the revised scheduling of all OJT training, interviews, and other meetings that have been put on hold due to COVID. Kurk reported having received some positive feedback from one of the businesses on a couple of students that were doing their OJT at the business and were doing a fantastic job and the business was very pleased with them.

- 3. Review & Discuss Vacant Main Street Building Article:** The Board will discuss any type of action that would be implemented as they consider the contents of the article and discuss it in more detail at the planning meeting.

Meeting Adjourned: Kathy Haala adjourned the meeting at 1:13PM

Next EDA Board Meeting: The Annual Planning Meeting - January 26, 2021, @ 4:00PM – Location TBD

EDA Board President: Kathy Haala

EDA Sec./Treas.: Gary Windschitl